

# Superior Court of California County of Sacramento

*An Equal Opportunity Employer*

## ANNOUNCES AN EMPLOYMENT OPPORTUNITY *for* **COURT SUPERVISOR (Juvenile Dependency)**

The Superior Court of California, County of Sacramento is continuing to accept applications to fill a current Court Supervisor vacancy in the Juvenile Dependency unit. This position supervises, coordinates reviews and evaluates the staff of an assigned unit, recommends and implements procedural and policy changes, and performs related duties as assigned. Court Supervisors are responsible for supervising the staff and coordinating the daily operations of their respective units. This position is located at the William R. Ridgeway Family Relations Courthouse and will be responsible for supervising approximately 20 clerical support staff in the Juvenile Dependency unit.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.). For applicants not currently employed by the Court, the probationary period for this classification is one (1) year. For applicants currently employed by the Court in permanent positions, the probationary period is six (6) months.

**SALARY:** **\$1,588.00 - \$1,929.60 bi-weekly**  
**\$3,454.00 - \$4,197.00 monthly**

**FINAL FILING DATE:** **Monday, February 14, 2005 at 5:00 p.m. (or until filled)**  
(This is a continuation of the recruitment that was posted on 11/24/04.)

### **ESSENTIAL DUTIES:**

Examples of duties include but are not limited to:

- Supervise, organize, schedule, assign, and review the work of legal clerical and customer service staff.
- Train and instruct staff in work methods and procedures.
- Participate in and recommend staff selection and disciplinary actions.
- Develop and maintain office procedural and training manuals.
- Prepare statistical and operational reports, and participate in budget development.
- Provide guidance and assistance in resolving difficult processing problems.
- Interpret codes, policies, and procedures for staff and the public.
- Participate in various committees and provide staff support as assigned.
- Perform difficult legal clerical work as required.
- Provide customer service including the resolution of problems and complaints.
- Prepare clear and concise reports, correspondence and other written materials.
- Interact with judicial officers, the public and other court staff.

## **MINIMUM QUALIFICATIONS:**

### **Either I**

**Experience:** One (1) year of experience in the class of Deputy Clerk IV in the Sacramento Superior Court service.

### **Or II**

**Experience:** Four (4) years of progressively responsible legal clerical experience.

### **Or III**

**Experience:** Four (4) years of administrative experience in government which includes two (2) years of supervisory experience.

## **Knowledge of:**

Principles and practices of employee supervision including training and development; operations, functions and terminology of Superior Court system; legal terminology; relevant codes, policies, procedures, processes, forms and statutory filing requirements; general office management principles and practices; record-keeping principles and practices.

## **Ability to:**

Supervise, organize and evaluate the work of staff; provide for staff training and development; effectively communicate orally and in writing with judicial officers, staff and the public; analyze situations and resolve problems; develop and implement work instructions; understand, interpret and apply a wide variety of court procedures, policies and statutes to staff and members of the public; use initiative and sound, independent judgment within established guidelines; identify the need for and recommend changes to work operations; establish and maintain effective working relationships with others, including judicial officers, co-workers, attorneys and the public; operate numerous computer applications.

## **DESIRABLE QUALIFICATIONS:**

Knowledge of the following:

- Analytical methods and techniques.
- Principles and practices of goal setting, project planning, program development and implementation.
- Principles of time management and teamwork.
- Juvenile court processes.

## SELECTION PROCEDURES:

The selection procedures are subject to change.

1. Applicants must submit a completed **court application form**, **resume** and **answers to the supplemental questionnaire** by **5:00 p.m. on Monday, February 14, 2005** (*or until filled*). Applications received by the final filing date of February 14, 2005 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com), in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814.
2. Application packets will be evaluated to select the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to participate in an interview process, which may include a combination of oral interview questions and job simulation exercises.

## SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet the following requirements:

- Be a regular Court employee.
- Meet the minimum qualifications for the classification as referenced in this job announcement.
- Be working in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.
- Have been working in your current classification and unit for at least six (6) months.

**TO APPLY FOR TRANSFER:** Employees who are eligible to transfer into this Court Supervisor position must submit a completed **court application form**, **resume** and **answers to the supplemental questionnaire** by **5:00 p.m. on Monday, February 14, 2005** (*or until filled*). Applications received by the final filing date of February 14, 2005 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com), in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

**Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.**

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

## **COURT SUPERVISOR SUPPLEMENTAL QUESTIONNAIRE**

Completion of this supplemental questionnaire is a necessary part of the examination process. Your responses **must be submitted** with your court application. Applicants who do not complete this supplemental questionnaire **will be eliminated** from the examination process.

Be sure to include your name on each page and answer the questions completely and accurately. Please limit your responses to a maximum of one (1) page per question.

1. Describe how your training and/or experience qualifies you for the Court Supervisor position. Include in your response your supervisory or leadworker experience, the number of employees assigned to you and the scope of supervisory responsibility.
  
2. State your training and/or experience recommending and implementing procedural changes and work instructions, including the processes used and results obtained.
  
3. Describe your training and/or experience with personnel issues (i.e. mentoring, union contract interpretation, disciplinary, interviewing, recognition, etc.).

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO  
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

**BENEFIT INFORMATION**

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

**Vacation:** Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

**Holidays:** The Superior Court of California, County of Sacramento, recognizes thirteen ½ (13 ½ ) holidays per year.

**Sick Leave:** Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

**Parental Leave:** Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

**Retirement:** Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

**Group Health, Dental and Life Insurance:** The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

**Deferred Compensation:** The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

**Credit Union:** The credit union offers loan facilities and systematic savings plans through payroll deduction.